



Class Title: Senior Planner
FLSA Designation: Covered

Pay Grade: 9
Established: 8-16
Revised:

Class Summary/Primary Function

This is a professional long-range planning position to review, update, coordinate, implement and track the County's adopted long range and regional plans including the Comprehensive Plan, Recreation and Public Access Master Plan, Economic Development Plan, Capital Improvement Plan and Affordable Housing Program Report. The position also performs other planning related functions such as processing development applications and staff reports; providing recommendations to the Planning and Zoning Commission; and analyzing development applications for compliance with county regulations, standards, and state statutes. The work is performed independently under the general director of the Planning Administrator, with latitude allowed for independent judgment and initiative. The principal duties of this class are performed in a general office environment and with some field work required. An employee in this class may frequently be required to attend evening meetings.

Essential Duties and Responsibilities (will vary by assignment)

- Collaborates with County staff and elected officials, regional government and non-government organizations and the public to meet the big picture goals of the County while promoting the health, safety and welfare of the community;
- Identifies, drafts, reviews and implements modifications to the County's policies and ordinances to meet the goals of the County as identified in the long-range plans and affordable housing program report;
- Coordinates and conducts long-range and regional planning public meetings, projects and studies and presents reports and plans to committees, elected officials, Planning and Zoning Commission and the public;
- Provides professional counsel and technical planning recommendations to elected and appointed boards and committees (including the Board of County Commissioners, Planning and Zoning Commission, Impact Fee Advisory Committee, Housing Authority, Council of Governments and other related organizations;
- Provides presentations and explanations of the County's long range plans, maps, regulations and related Idaho statutes and communicates planning and zoning policies and decisions to affected parties;
- Identifies sources and seeks funding for the County's long-range planning programs and related projects;
- Prepares documents for website publications, articles and press releases;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Assists the Planning Administrator with current planning tasks including applications, permits, and compliance with land use regulations and conditions of approval;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Helps process and review land use applications (zoning and subdivision), meets with applicants regarding compliance, and follows-up;
- Communicates planning and zoning policies and decisions to affected parties;
- Assists with monitoring tracking procedures to help ensure compliance with all land use regulations and conditions of approval;
- Attends planning-related meetings, hearings, conferences and training sessions; participates in professional planning organizations;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities:

- Regularly reviews publications, memos and/or directives to become and remain current on the principles, practices and new developments in assigned work areas;
- Assists with the daily operations and current planning projects;
- Performs other related duties as required.

Competency Requirements:**Knowledge of:**

- Principles and practices of long-range and regional planning, land use, zoning, community and economic development and affordable housing initiatives;
- Local government operations, policies, procedures, departmental relationships and politics;
- Research, writing and presentation skills;
- Effective public presentation and public relations skills;
- Operation of standard office equipment, including a personal computer;
- Job-related software applications, including, but not limited to, GIS and Microsoft Office;
- Customer service procedures and techniques;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Develop, coordinate, manage and monitor long-range planning activities;
- Assist with determining priorities and making work assignments, follow-up to ensure desired results and document actions;
- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to the functions of the department;
- Interpret and clearly explain County planning functions, policies, and procedures;
- Prepare, review, and maintain accurate and reliable files, records, reports, databases, presentations, regulatory documents, and correspondence, determining content and follow-up, if required ;
- Represent the County and negotiate outcomes desirable to the County;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Prepare accurate, complete and reliable reports, presentations and regulatory documents;
- Identify specific requirements for various situations related to planning, zoning and facility management;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Develop creative and effective resolutions to simple and complex problems;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial; Maintain a professional demeanor during stressful situations;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- Bachelor's degree in Urban or Regional Planning or closely related field, with a Master's Degree preferred; and
- At least Two (2) years experience preferred, with One (1) year of experience in local government planning; and
- American Institute of Certified Planners (AICP) certification is preferred; or
- Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs.; to work in an office environment; and to maneuver around construction or field sites.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, climbing stairs, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.